MIRACOSTA COLLEGE 2009
OFFICE OF INSTRUCTIONAL SERVICES
WEBCMS FACULTY MANUAL

MiraCosta College WebCMS Faculty User Manual

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Introduction

WebCMS is an online curriculum management system that allows MiraCosta College to automate the process of creating and approving changes to proposed courses and programs. This online process replaces the old method of typing or word-processing course proposals and then submitting them by hand or campus mail to different offices as they moved through the curriculum review process. This User Manual is written for faculty members.

With this software, faculty members can initiate proposals for new courses and new programs, as well as modification of existing courses and programs. They can also submit proposals for archiving of outdated courses. All of these online proposals are then sent automatically to the next stage in the MiraCosta College's curriculum process for review, approval, and implementation. At certain points in the review process, the proposal may be returned electronically to the faculty member for modification or revision. All steps in this process are included in an online audit trail, so that you always know where your proposal is in the process and what its status is.

Accessing WebCMS at MiraCosta College

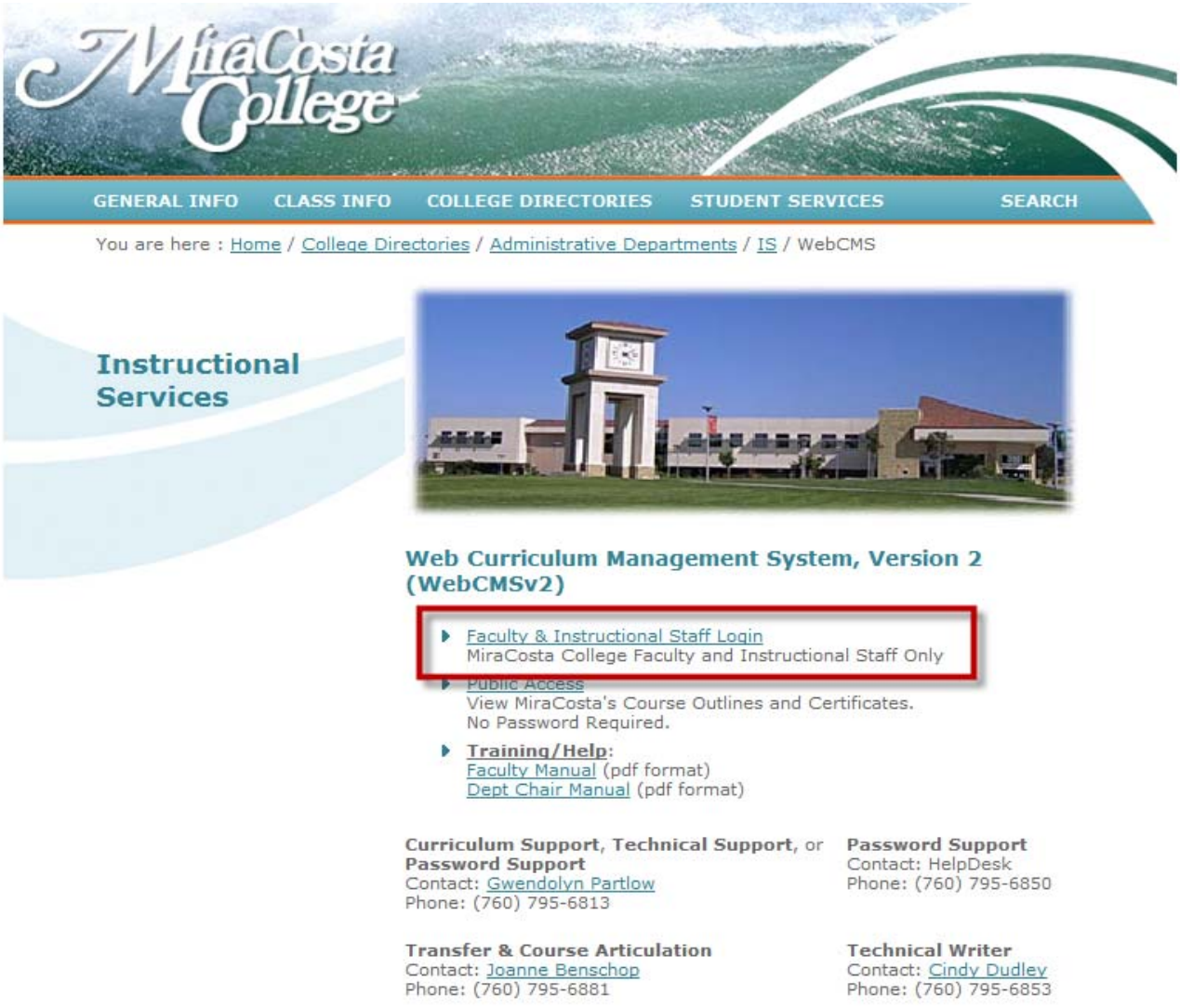
To run WebCMS, you will need the following hardware and software::

- **PC – Microsoft Internet Explorer**
- **MAC – Firefox** or **Safari**. WebCMS **will not** work properly with other browsers on a MAC even if it is only to view or print proposals.

To access WebCMS, **Open your browser window**. Navigate to:

http://www.miracosta.edu/Instruction/webcms.htm

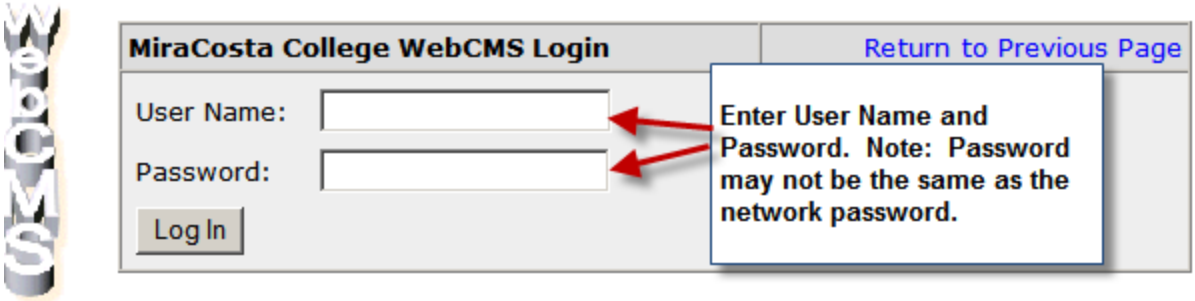
the following page appears.



Enter your **Login** and **Password** in the Screen Below:

*__Logins__ and **Passwords** are assigned by the **Office of Instructional Services.** Please contact **Gwen Partlow** at **ext 6813**, **gpartlow@miracosta.edu**, or the **Employee Help Desk** at ext **6850** if you need assistance with your Login/Password.

WebCMS Login - MiraCosta College


MiraCosta College WebCMS Login
Return to Previous Page
User Name:
Password:
Log In
Enter User Name and Password. Note: Password may not be the same as the network password.

Information

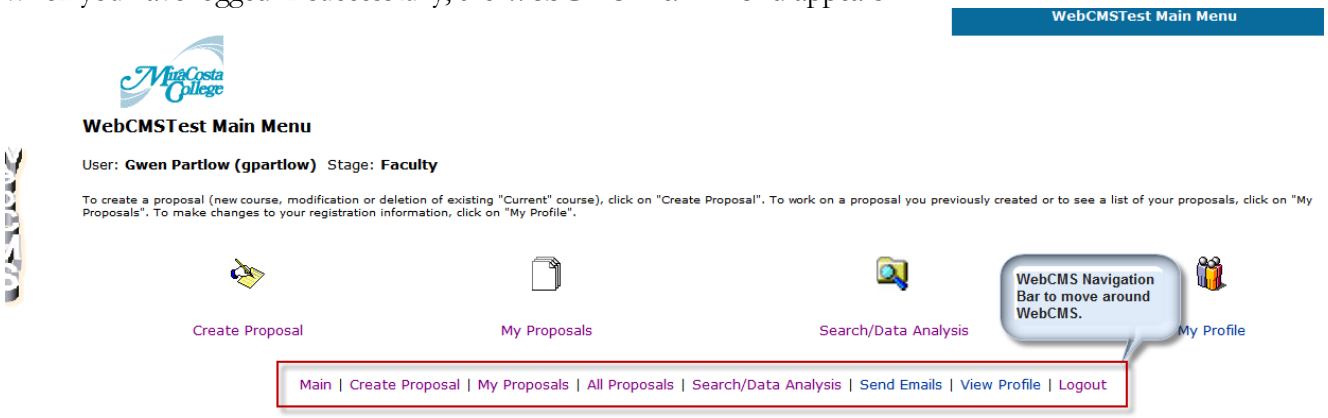
- **Proposing a New Program**: Contact your Dean before beginning the WebCMS process.
- **Proposing a New Course**: Contact your Department Chair before beginning the WebCMS process.
- **Curriculum Support & Technical Assistance**: Gwen Partlow at ext 6813
- **Technical Assistance** (password, etc.): Employee Helpdesk at ext 6850
- **Transfer & Course Articulation**: JoAnne Benschop at ext 6881
- **Technical Writer**: Cindy Dudley at ext 6853

Browser Requirements

- **PC** - **Microsoft Internet Explorer**.
  Don't have it? (Download Internet Explorer Now)
- **MAC** - **FireFox** or **Safari**. WebCMS **will not** work properly with other browsers on a MAC even if it is only to view or print proposals.
  Don't have it? (Download FireFox Now)

Return to Previous Page

When you have logged in successfully, the **WebCMS Main Menu** appears.


WebCMSTest Main Menu
WebCMSTest Main Menu
User: Gwen Partlow (gpartlow) Stage: Faculty
To create a proposal (new course, modification or deletion of existing "Current" course), click on "Create Proposal". To work on a proposal you previously created or to see a list of your proposals, click on "My Proposals". To make changes to your registration information, click on "My Profile".
Create Proposal
My Proposals
Search/Data Analysis
My Profile
WebCMS Navigation Bar to move around WebCMS.
Main | Create Proposal | My Proposals | All Proposals | Search/Data Analysis | Send Emails | View Profile | Logout

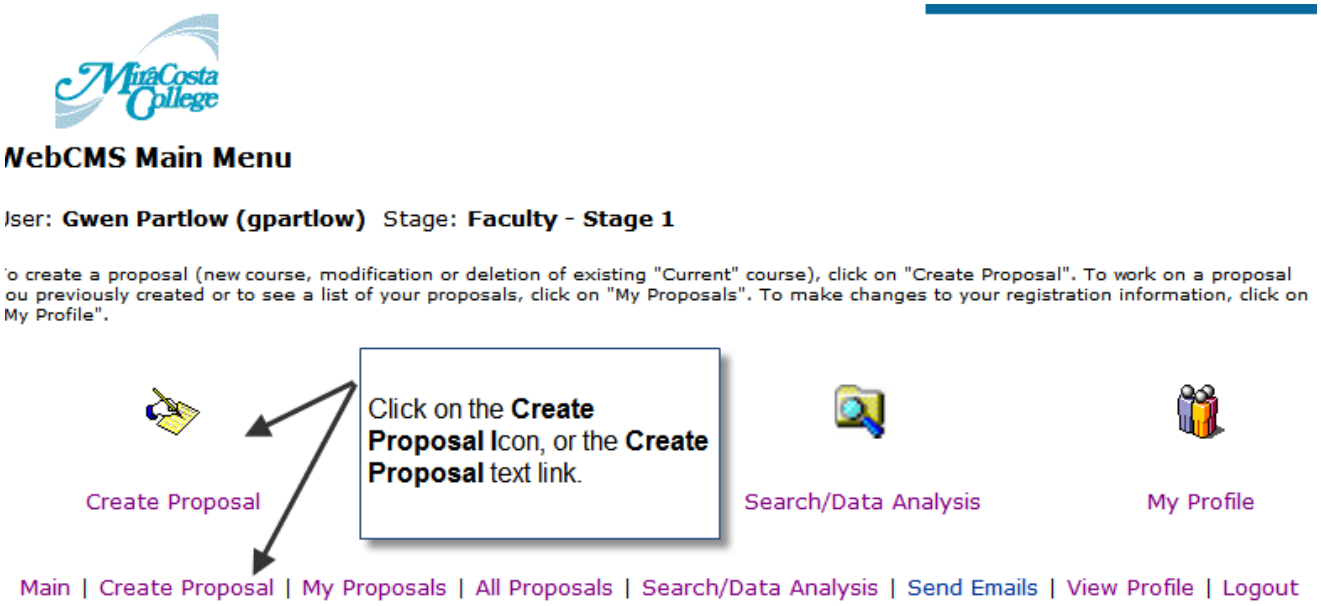
From this page, you can **Create a Proposal**, view the proposals you are working on – **My Proposals**, view your profile – **My Profile** . Also, you can search for proposals from other faculty members - **All Proposals** - and search/review courses from the Official Data Bank (Search/Data Analysis).

From any page within WebCMS, use the links at the bottom of the page to return to a previous page or go to a different page. You can also use the link at the top right of the page or your browser's "Back" button. On most screens, click Cancel at the bottom of the page if you decide not to make changes.

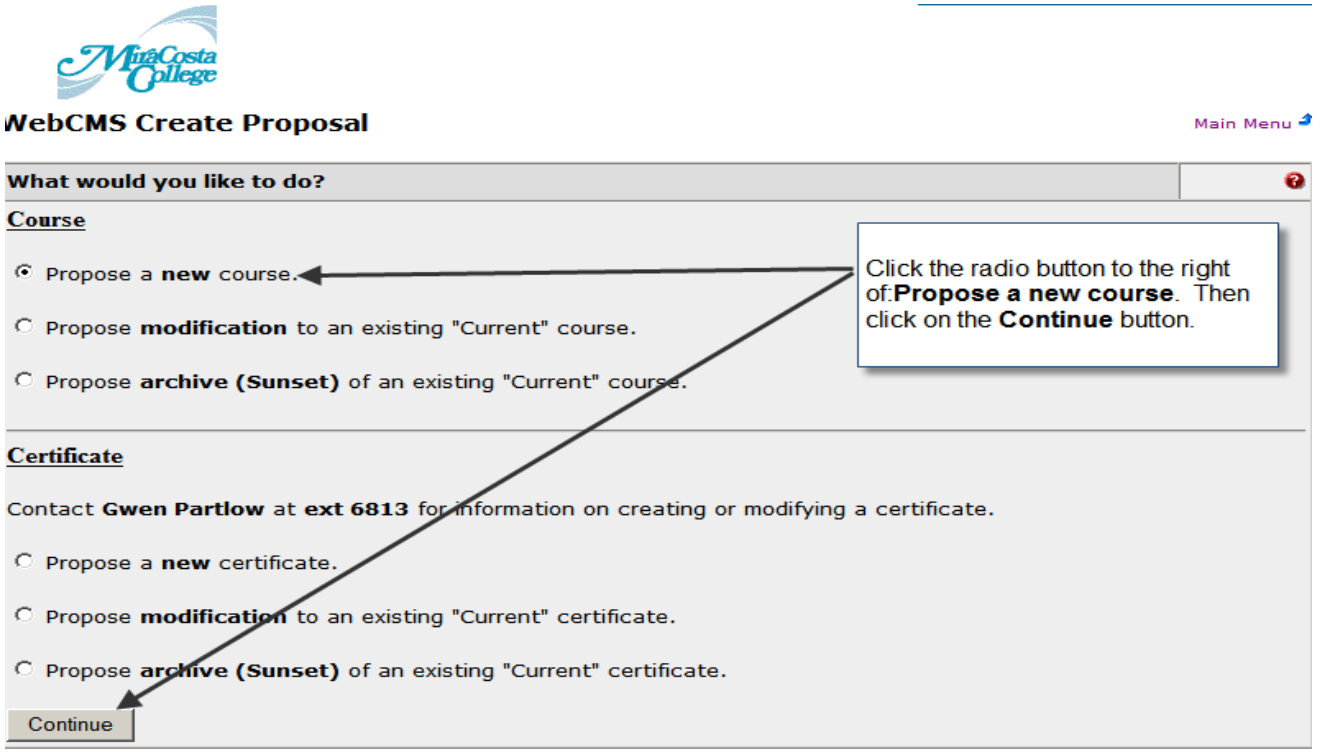
You will see either a red circle with a question mark or the word Help in blue off to the far right of the window. You can click on these to view detailed information about the WebCMS system as well as the course proposal creation and approval process. If you have questions about required information in your course proposals that are not answered by the Help topics, please consult the **Office of Instructional Services** at **MiraCosta College**.

How to Create a Proposal & Submit it to the Next Stage

From the WebCMS Main Menu, click the Create Proposal icon or the Create Proposal link at the bottom of the page, to see the Create Proposal page. From this page, you can gain access to the areas of WebCMS that allow you to complete the functions listed on the screen below.


MiraCosta College
NebCMS Main Menu
lser: Gwen Partlow (gpartlow) Stage: Faculty - Stage 1
'o create a proposal (new course, modification or deletion of existing "Current" course), click on "Create Proposal". To work on a proposal ou previously created or to see a list of your proposals, click on "My Proposals". To make changes to your registration information, click on My Profile".
Create Proposal
Click on the Create Proposal Icon, or the Create Proposal text link.
Search/Data Analysis
My Profile
Main | Create Proposal | My Proposals | All Proposals | Search/Data Analysis | Send Emails | View Profile | Logout

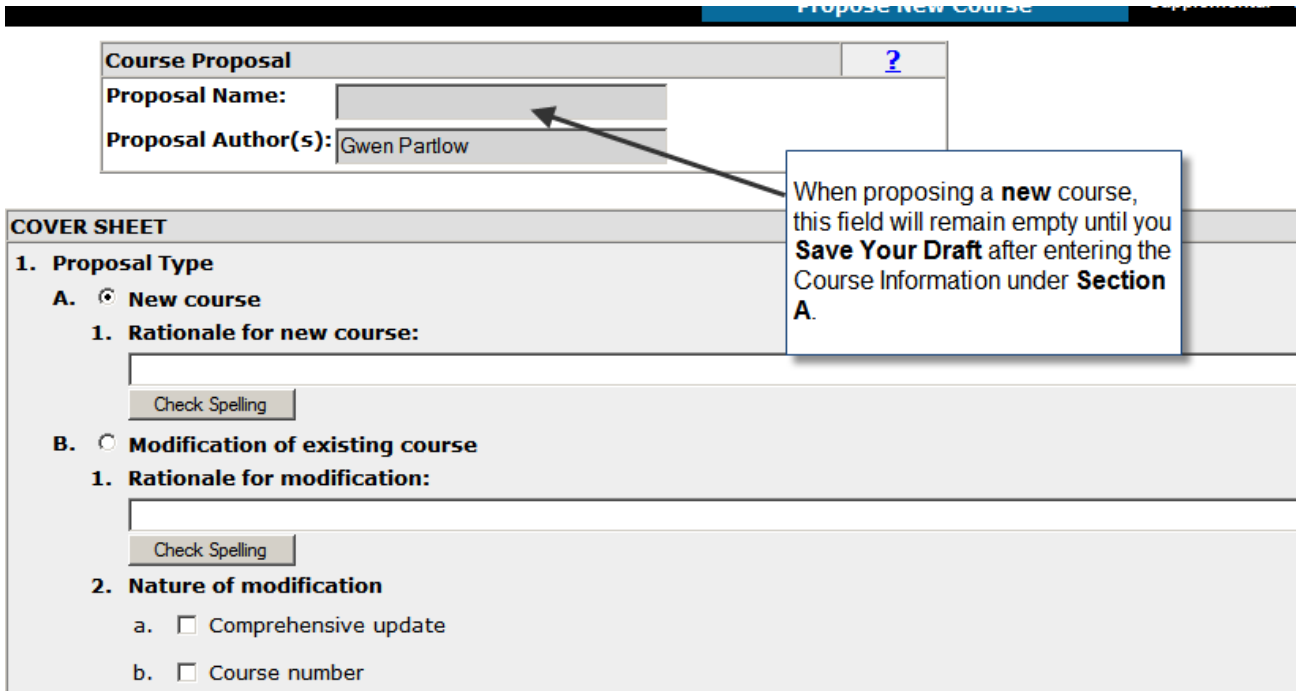
This screen will appear allowing you to select an option. (Screen displays Propose a New Course).


MiraCosta College
WebCMS Create Proposal
Main Menu
What would you like to do?
Course
Propose a new course.
Propose modification to an existing "Current" course.
Propose archive (Sunset) of an existing "Current" course.
Click the radio button to the right of:Propose a new course. Then click on the Continue button.
Certificate
Contact Gwen Partlow at ext 6813 for information on creating or modifying a certificate.
Propose a new certificate.
Propose modification to an existing "Current" certificate.
Propose archive (Sunset) of an existing "Current" certificate.
Continue

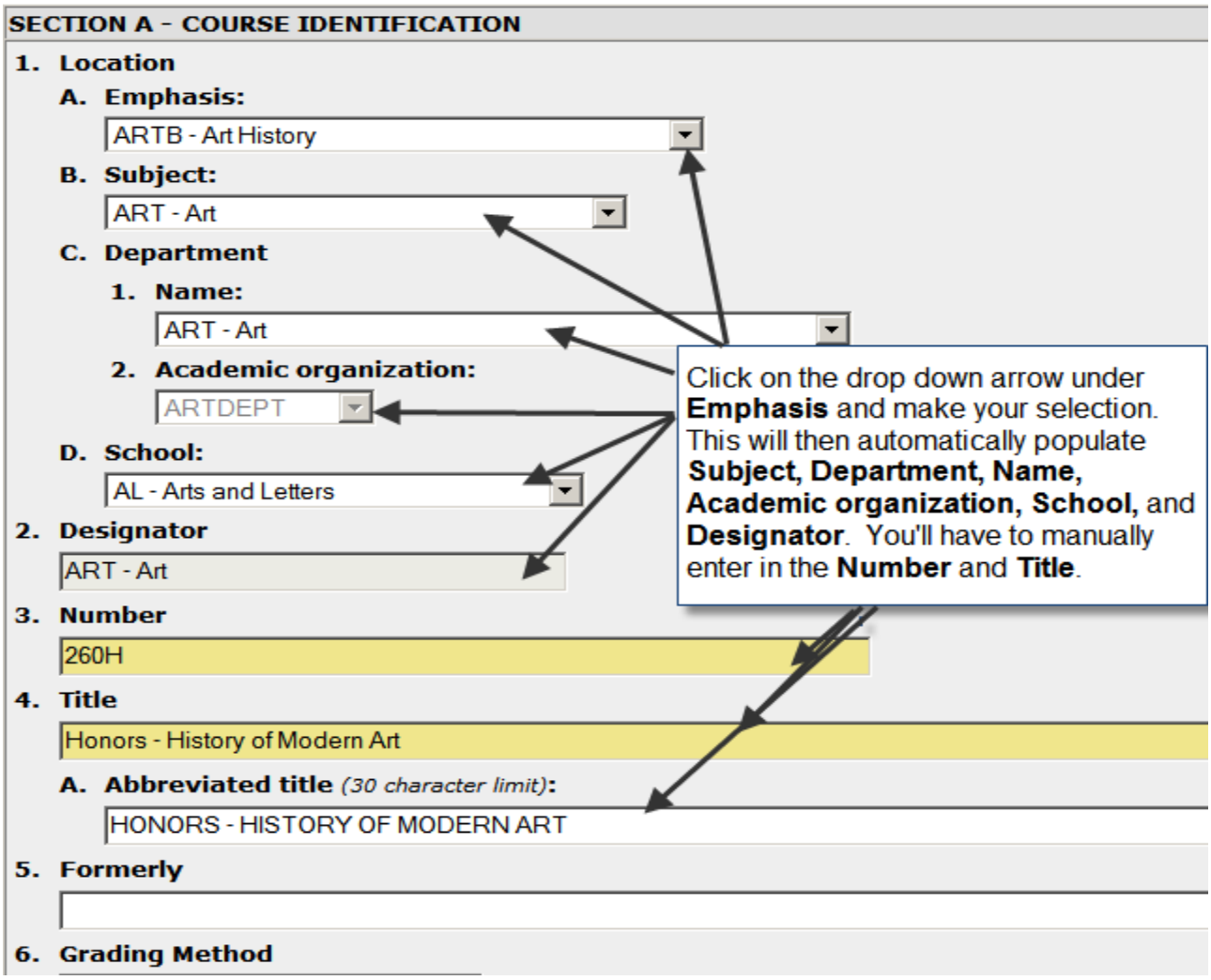
The word "**proposal**" refers to all six types of proposals listed on the page above: proposals for new courses or programs, proposals for modifications to existing courses or programs, and proposals for archiving of existing courses or programs.

The Proposal (New Course Screen)

After you complete the steps above a new window browser window will open that will appear like the screen below: The **Proposal Name** will remain blank until you enter the information further down the form under **Section A – Course Identification** and click on **Save My Draft**. You'll want to make sure **New Course** is selected and enter your rationale, then continue down the form entering all pertinent information.

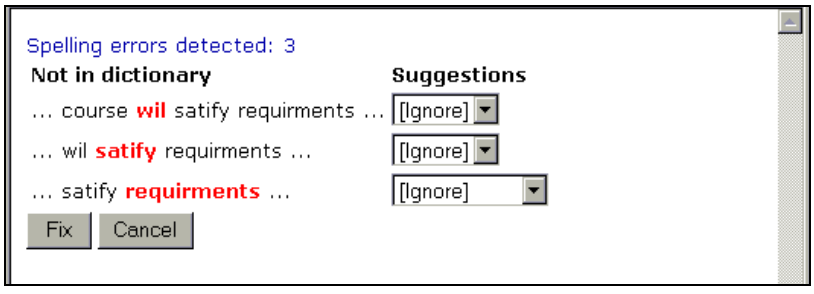

Course Proposal
?
Proposal Name:
Proposal Author(s):
Gwen Partlow
When proposing a **new** course, this field will remain empty until you **Save Your Draft** after entering the Course Information under **Section A**.
COVER SHEET
1. Proposal Type
A. New course
1. Rationale for new course:
Check Spelling
B. Modification of existing course
1. Rationale for modification:
Check Spelling
2. Nature of modification
a. Comprehensive update
b. Course number

For new course proposals, you will fill in the designated fields under Section A (see below), by selecting an option under **Emphasis**, which will then automatically populate **Subject, Name, Academic organization, School**, and **Designator**. You will enter a new **Number** and **Title** for your new course. The **Abbreviated Title** will automatically populate when you enter the **Title**. At this point, if you click on **Save My Draft**, the new course proposal will be saved under **My Proposal.** At a later date you can make revisions to the proposal by selecting the radial button next to the course and then clicking on the **Revise** button. (Note: The **Proposal Name** at the top of your proposal is now filled in).


SECTION A - COURSE IDENTIFICATION
1. Location
A. Emphasis:
ARTB - Art History
B. Subject:
ART - Art
C. Department
1. Name:
ART - Art
2. Academic organization:
ARTDEPT
D. School:
AL - Arts and Letters
2. Designator
ART - Art
3. Number
260H
4. Title
Honors - History of Modern Art
A. Abbreviated title (30 character limit):
HONORS - HISTORY OF MODERN ART
5. Formerly
6. Grading Method
Click on the drop down arrow under Emphasis and make your selection. This will then automatically populate Subject, Department, Name, Academic organization, School, and Designator. You'll have to manually enter in the Number and Title.

Check Spelling

You can check spelling within each text box by clicking the check-spelling button at the bottom of each box. The Check Spelling feature does not work in the traditional fashion. It lists all the errors in the text box and asks you to make a decision to ignore the spelling or correct it. The drop-down menus to the right of the highlighted word offer suggestions for correction.

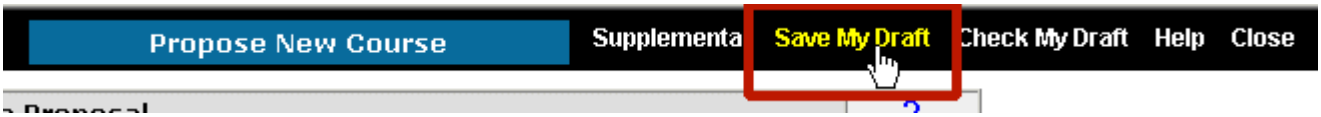


When you have corrected *all* the errors in the text box, click Fix to continue.

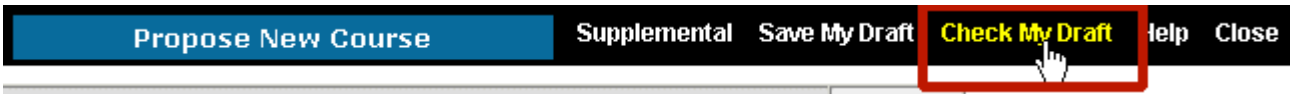
Checking your Proposal for Required Fields

Enter as much information as possible into the course form. Make sure that you have entered text, or selected an option for all fields. To check your Proposal to make sure it is ready for submission to the next stage perform the following steps:

1. Click the **Save My Draft** text link from the WebCMS toolbar at the top of your Proposal. (Always be sure to Save often!)



2. Click the **Check My Draft** text link. This will Check your Proposal and make sure that you have filled in **ALL** required fields. If you did not complete all of the required fields, the system will drop you down to the area that needs to be completed. Complete that area, and then click on the **Check My Draft** text link again.

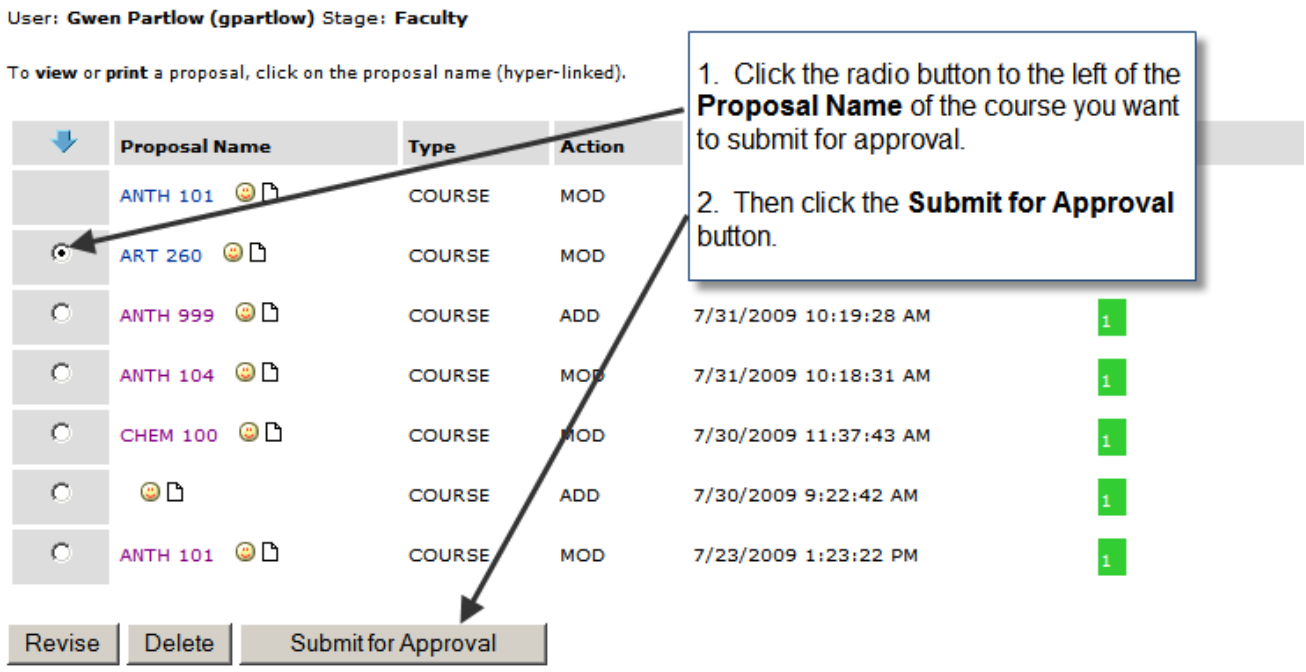


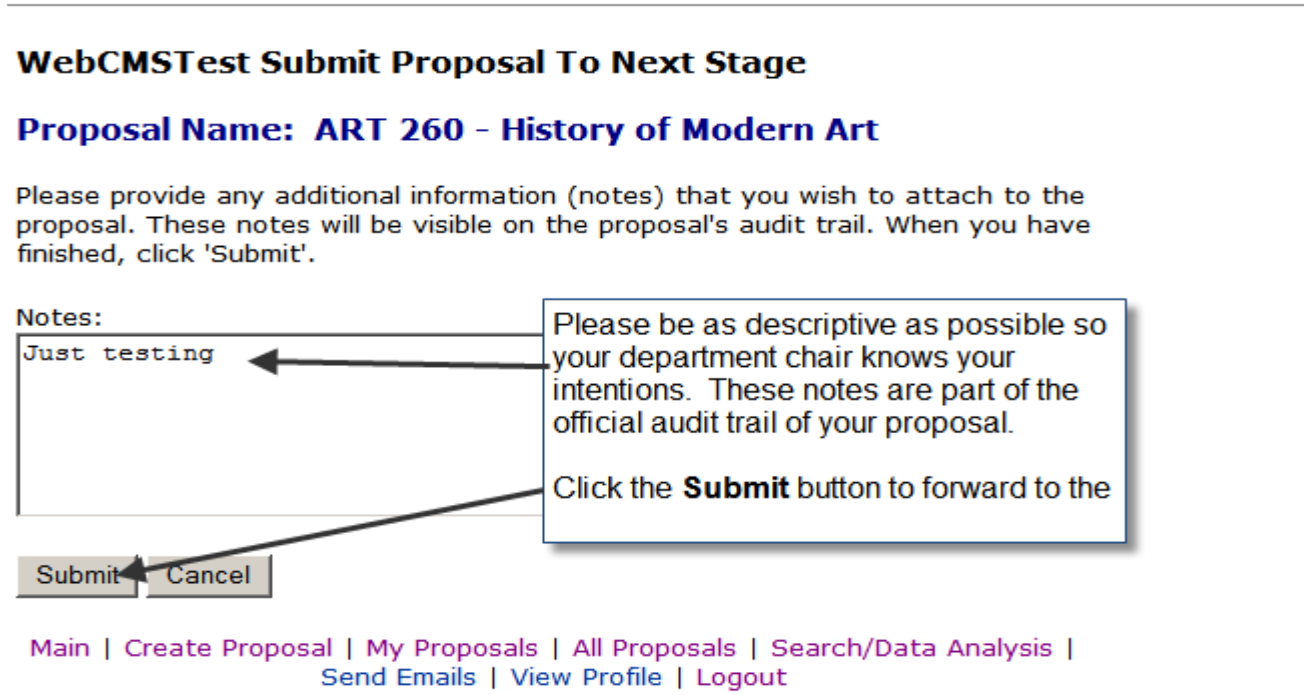
3. If the **Check My Draft** function does not find anything missing it will return you back to your course Proposal screen. You will now have to click the **Close** text link to close this window.

You will be returned to the My Proposals Screen (See below).

To Submit your Proposal to the Technical Writer (The next stage)

Click the radio button to the right of the Proposal Name, then click the Submit for Approval button.



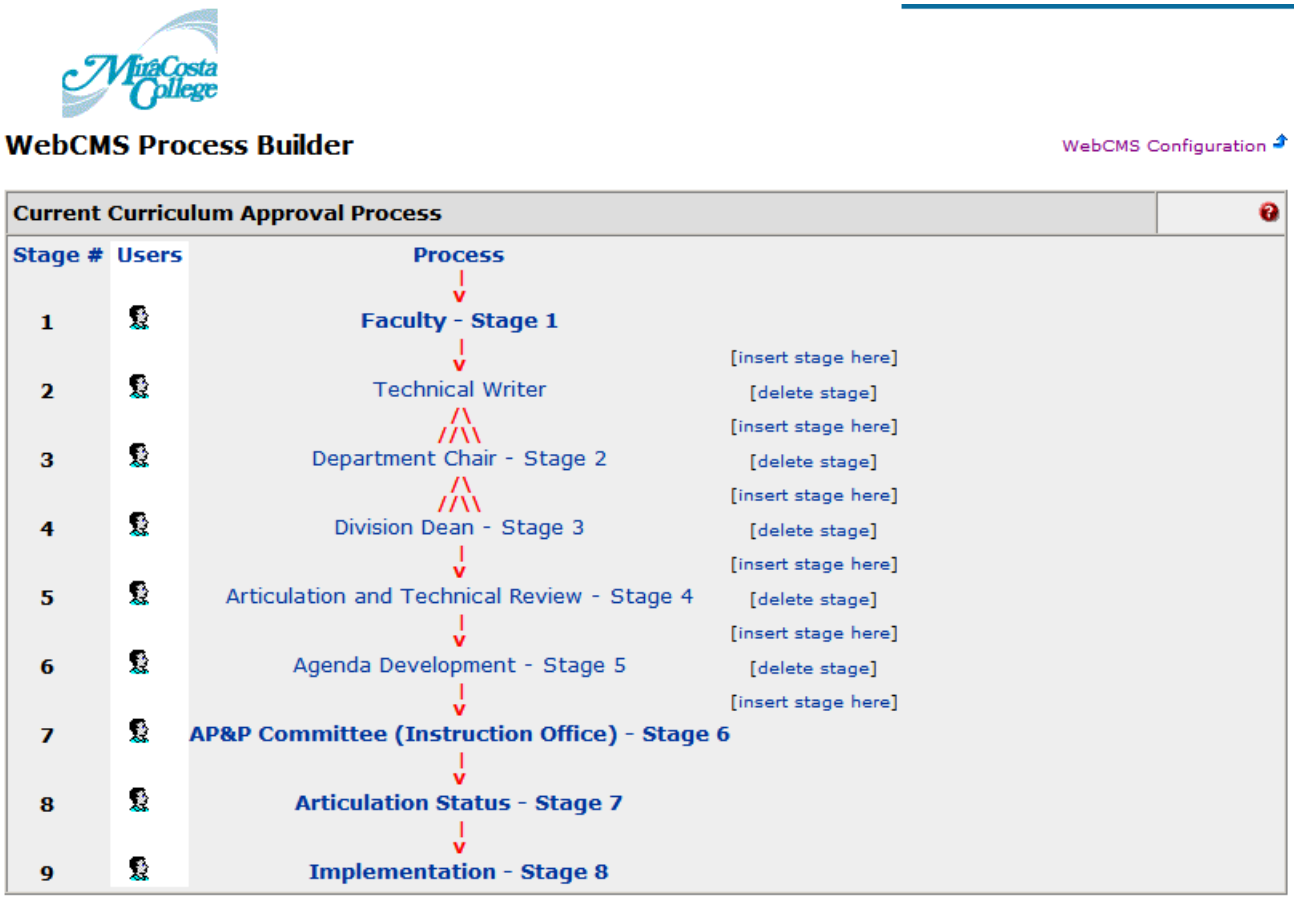

WebCMSTest Submit Proposal To Next Stage
Proposal Name: ART 260 - History of Modern Art
Please provide any additional information (notes) that you wish to attach to the proposal. These notes will be visible on the proposal's audit trail. When you have finished, click 'Submit'.
Notes:
Just testing
Please be as descriptive as possible so your department chair knows your intentions. These notes are part of the official audit trail of your proposal.
Click the Submit button to forward to the
Submit
Cancel
Main | Create Proposal | My Proposals | All Proposals | Search/Data Analysis | Send Emails | View Profile | Logout

The Approval Process at MiraCosta College

Below is a screen shot of the online/electronic Curriculum Approval Process at MiraCosta College.

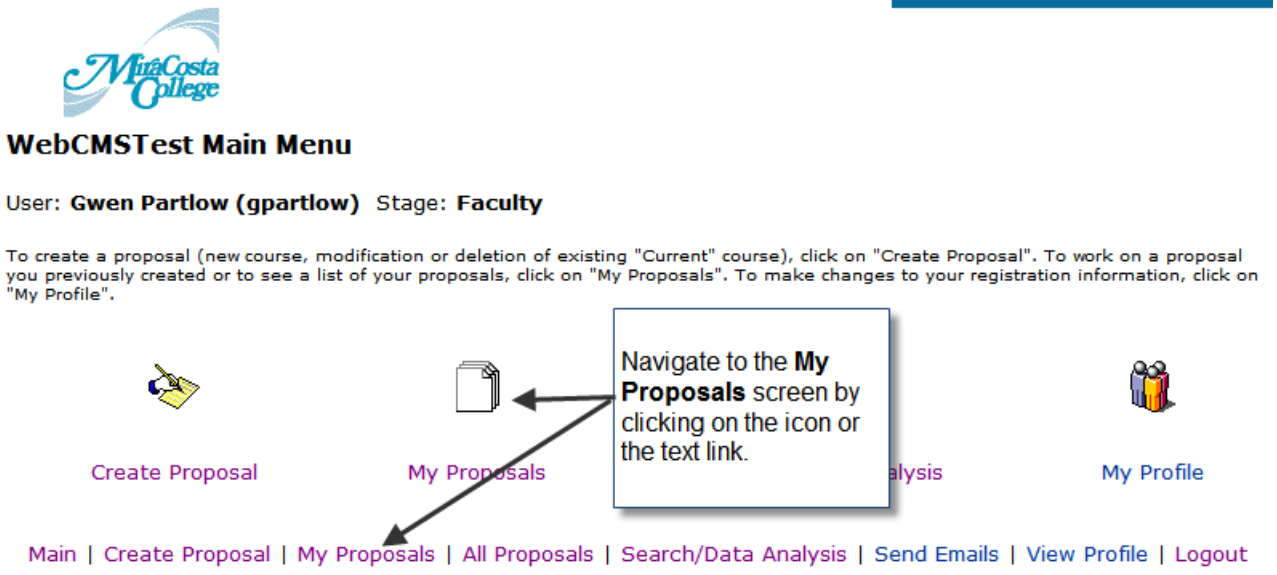
Each proposal (course or program) will follow the route below. The responsible parties at each stage must approve or check-off a proposal in order for it to move to the next stage. Alternatively, the proposal may be returned back to the previous stage(s) if necessary.

Faculty correspond to Stage 1. You may want to refer to this tree as you review your Audit Trail of your Proposal. The Audit Trail (explained in a section below) will list exactly which stage your proposal is in, whether your proposal was approved or returned, and by whom.

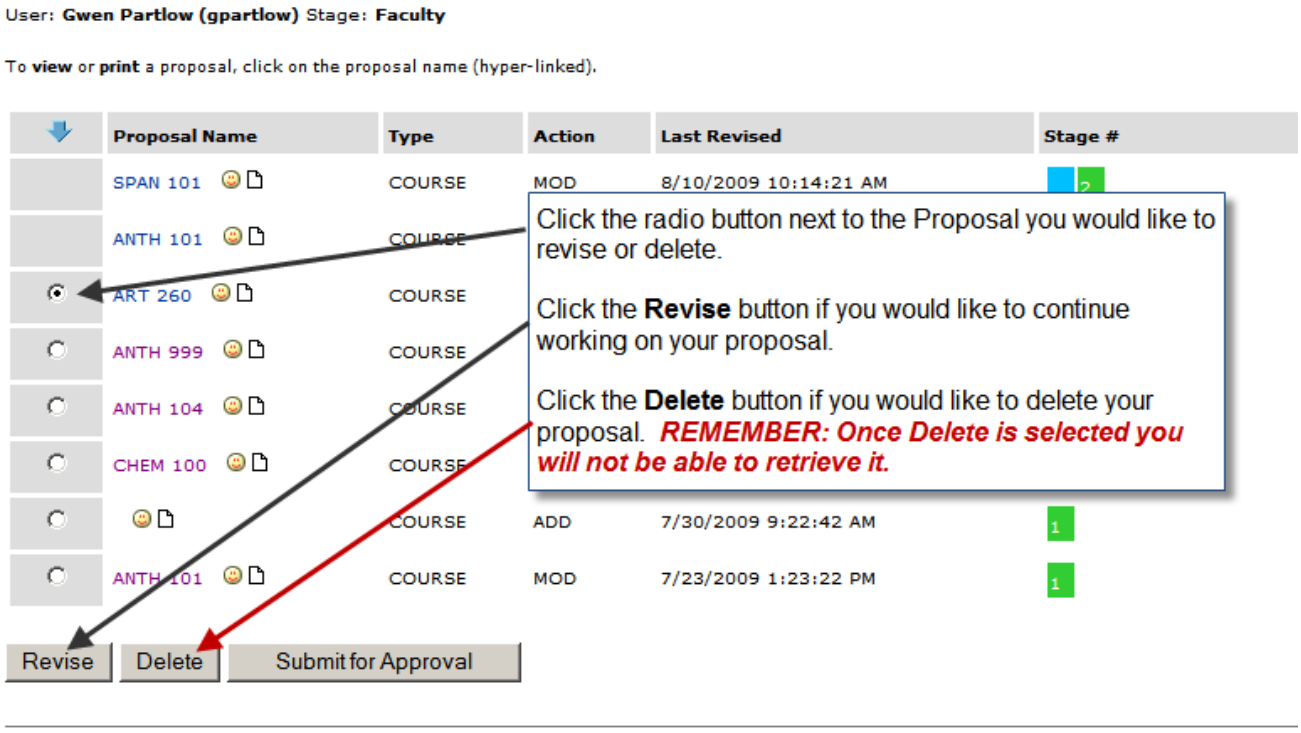


Editing and Deleting a Proposal

Navigate to the My Proposals Screen. You can do this by Clicking on the icon My Proposal, or the My Proposal text link (in the WebCMS toolbar at the bottom of your Screen).

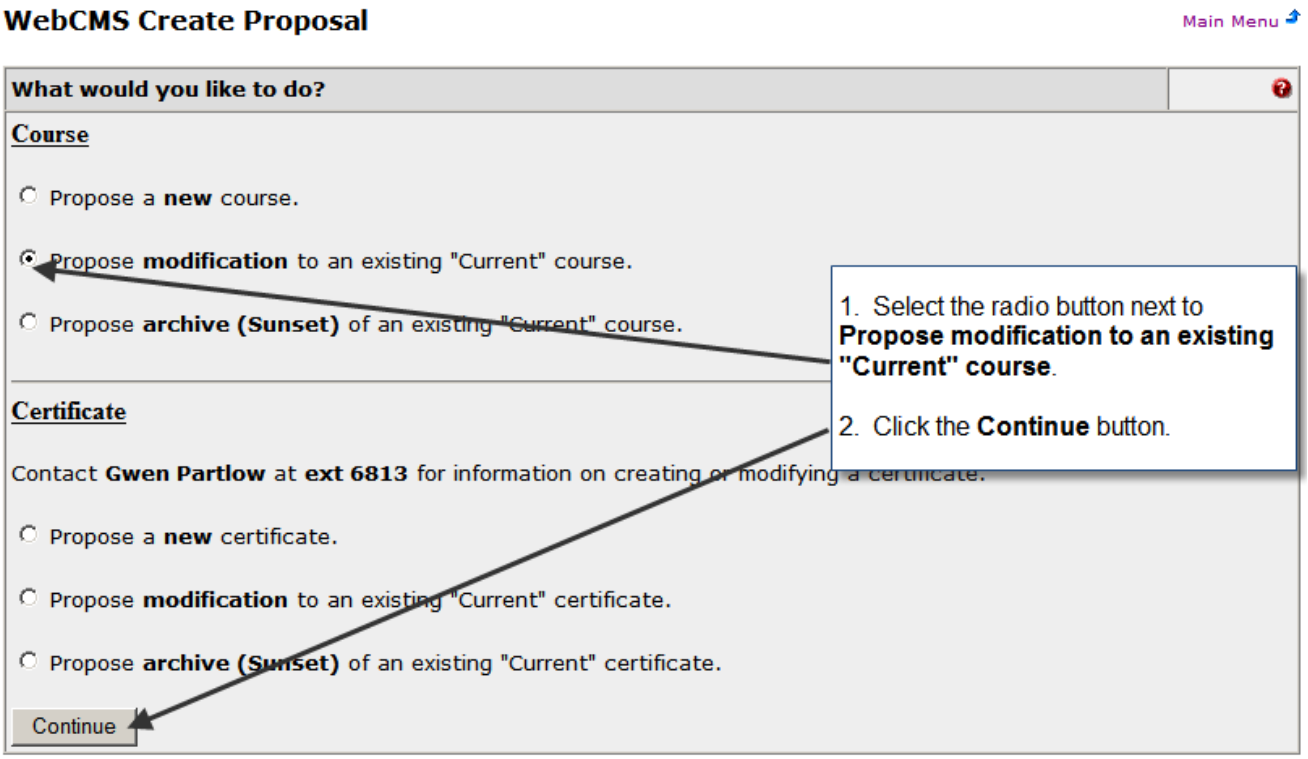

WebCMSTest Main Menu
User: Gwen Partlow (gpartlow) Stage: Faculty
To create a proposal (new course, modification or deletion of existing "Current" course), click on "Create Proposal". To work on a proposal you previously created or to see a list of your proposals, click on "My Proposals". To make changes to your registration information, click on "My Profile".
Create Proposal
My Proposals
My Profile
Navigate to the My Proposals screen by clicking on the icon or the text link.
Main | Create Proposal | My Proposals | All Proposals | Search/Data Analysis | Send Emails | View Profile | Logout

Click the **radio button** next to the Proposal you would like to **Revise** or **Delete**. Click the Revise button if you would like to continue working on your Proposal again. Click the Delete button if you want to delete your Proposal. **BE VERY CAREFUL!** Your proposal can not be retrieved after you delete it

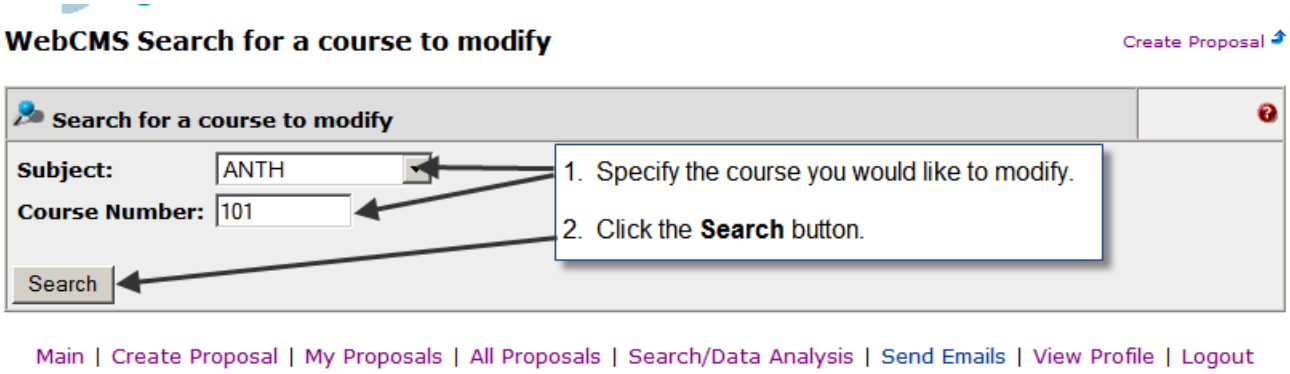

User: Gwen Partlow (gpartlow) Stage: Faculty
To view or print a proposal, click on the proposal name (hyper-linked).
Proposal Name
Type
Action
Last Revised
Stage #
SPAN 101 COURSE MOD 8/10/2009 10:14:21 AM
ANTH 101 COURSE
ART 260 COURSE
ANTH 999 COURSE
ANTH 104 COURSE
CHEM 100 COURSE
COURSE ADD 7/30/2009 9:22:42 AM
ANTH 101 COURSE MOD 7/23/2009 1:23:22 PM
Revise
Delete
Submit for Approval
Click the radio button next to the Proposal you would like to revise or delete.
Click the Revise button if you would like to continue working on your proposal.
Click the Delete button if you would like to delete your proposal. REMEMBER: Once Delete is selected you will not be able to retrieve it.

Creating a Proposal to Modify an Existing Course

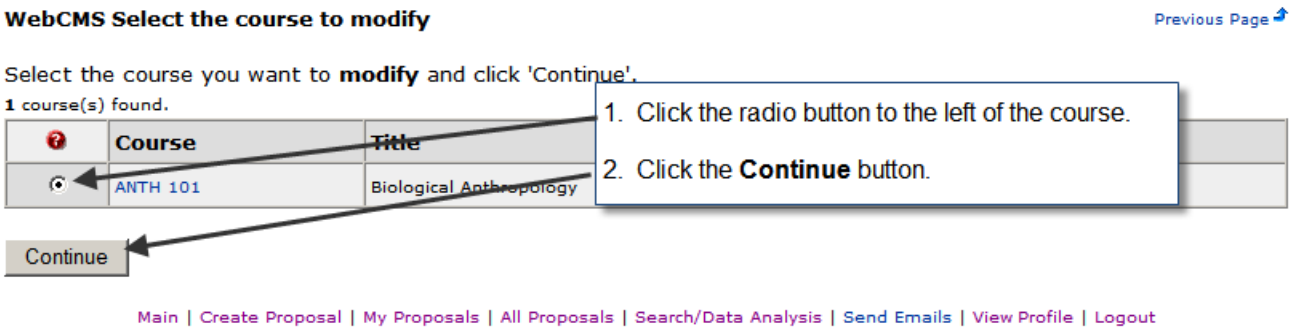
From the Create Proposal page select the radio button next to Propose modification to an existing "Current" course. Then click the Continue button.


WebCMS Create Proposal
Main Menu
What would you like to do?
Course
Propose a new course.
Propose modification to an existing "Current" course.
Propose archive (Sunset) of an existing "Current" course.
Certificate
Contact Gwen Partlow at ext 6813 for information on creating or modifying a certificate.
Propose a new certificate.
Propose modification to an existing "Current" certificate.
Propose archive (Sunset) of an existing "Current" certificate.
Continue
1. Select the radio button next to Propose modification to an existing "Current" course.
2. Click the Continue button.

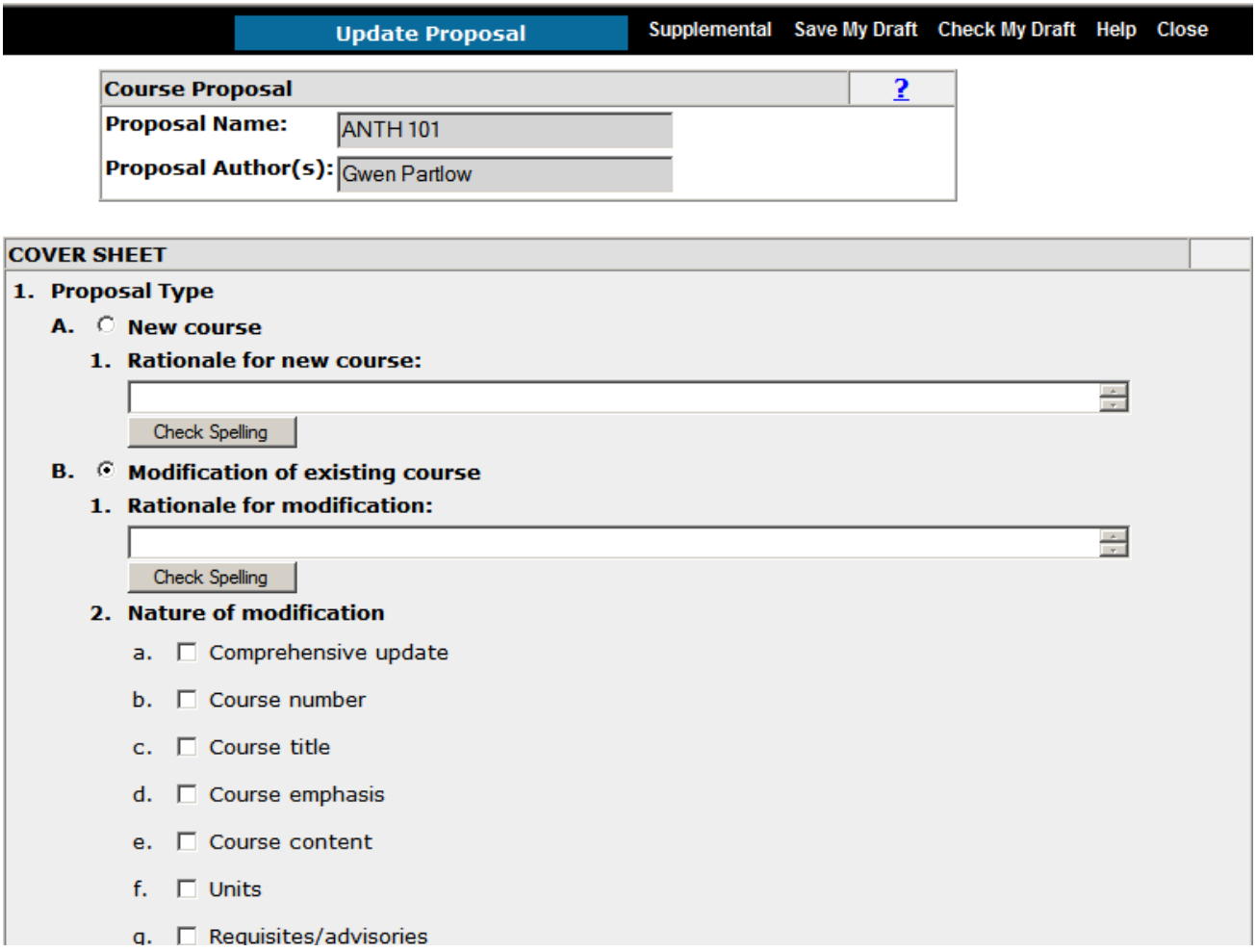
Next specify the course you would like to modify, then click the Search button.


WebCMS Search for a course to modify
Create Proposal
Search for a course to modify
Subject: ANTH
Course Number: 101
Search
1. Specify the course you would like to modify.
2. Click the Search button.
Main | Create Proposal | My Proposals | All Proposals | Search/Data Analysis | Send Emails | View Profile | Logout

The following screen may result (typically if you only specified a subject/discipline without a course number). Click the radio button to the left of the desired course, and then click the continue button.


WebCMS Select the course to modify
Previous Page
Select the course you want to modify and click 'Continue'.
1 course(s) found.
Course
Title
ANTH 101
Biological Anthropology
1. Click the radio button to the left of the course.
2. Click the Continue button.
Continue
Main | Create Proposal | My Proposals | All Proposals | Search/Data Analysis | Send Emails | View Profile | Logout

The Update Proposal Screen window will open. This screen is similar to the New Proposal screen above. Please see **How to Create a New Proposal section** above for functional and toolbar descriptions.



When you choose "modify an existing course", many of the textfields for that course will autofill in the proposal from information in the current database. Please note, however, that this information may be absent for particular fields or inadequate with respect to other fields. It is the responsibility of the course author (faculty) to thoroughly review this information for accuracy, relevance and completeness. All courses must be updated in their entirety with respect to all fields prior to submission to stage 2.

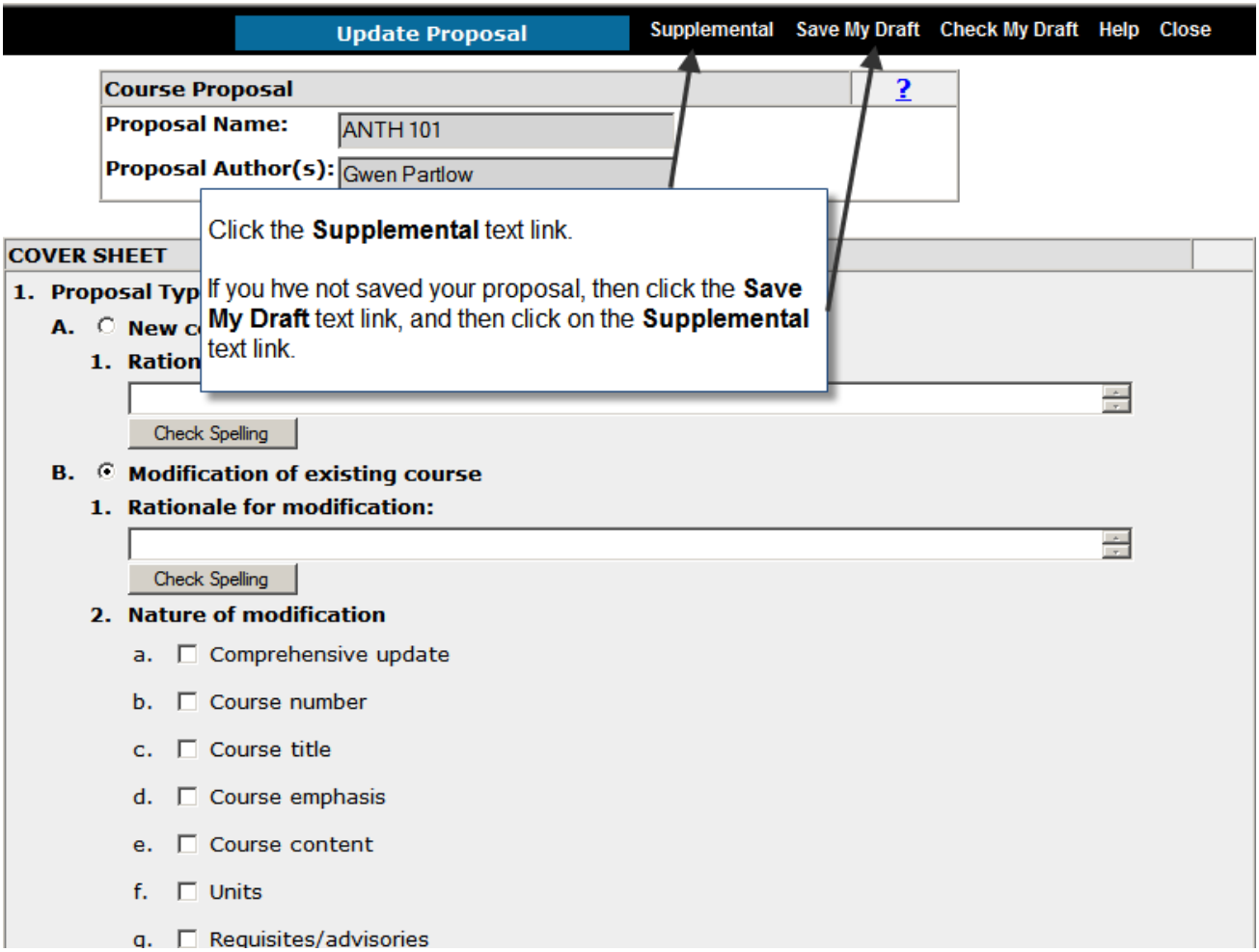
How to Add Supplemental Forms to a Proposal

You can add a supplemental form to a New Course Proposal, or a Proposal to revise an existing course. Supplemental forms will attach themselves to a course proposal, and after the approval process is completed – become part of the permanent record with the course.

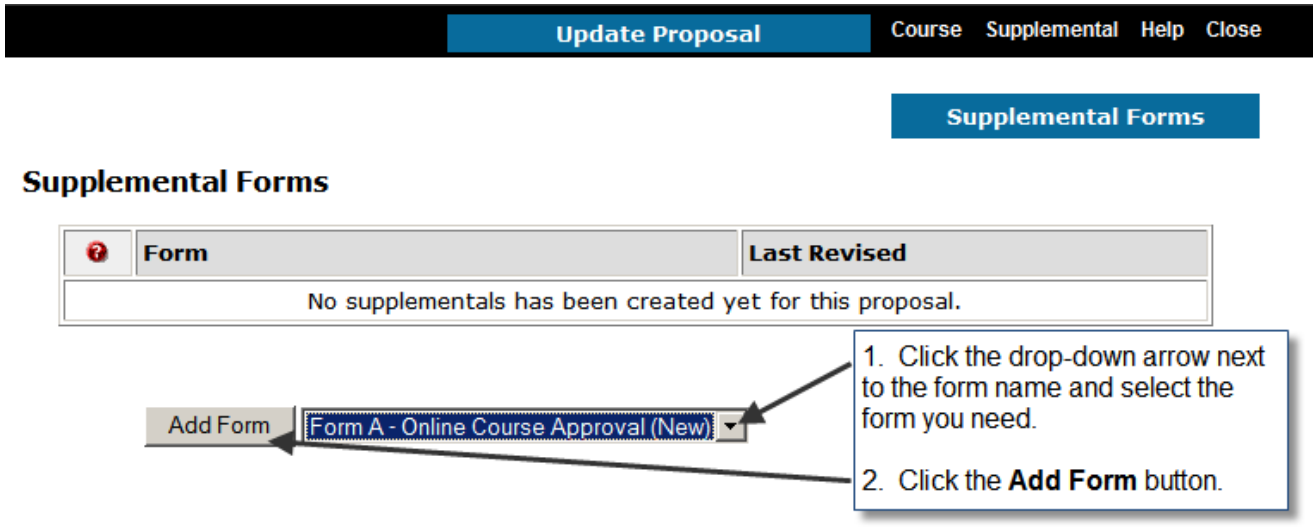
Listing of required supplemental forms:

- If you are requesting online approval, you must attach Form A
- If your proposal contains any prerequisites, co-requisites, or course advisories, you must attach Form B (one per pre-req, co-req or advisory course)
- If you are requesting Honors status, you must attach Form C to your proposal
- If you are requesting General Education status, you must attach Form D to your proposal.

To add a Supplemental Form complete the steps above to create a proposal (either a new course proposal or a proposal to modify an existing course). Next, from the toolbar within the proposal, click on the Text link – **Supplemental.** You must Save your Proposal before going to the Supplemental Forms area. If you have not, then Click the **Save My Draft** text link, and then Click on the **Supplemental** text link.



The Supplemental Forms Screen will display. Click the Drop-down arrow next to the form name and select a form. Click the Add Form button.



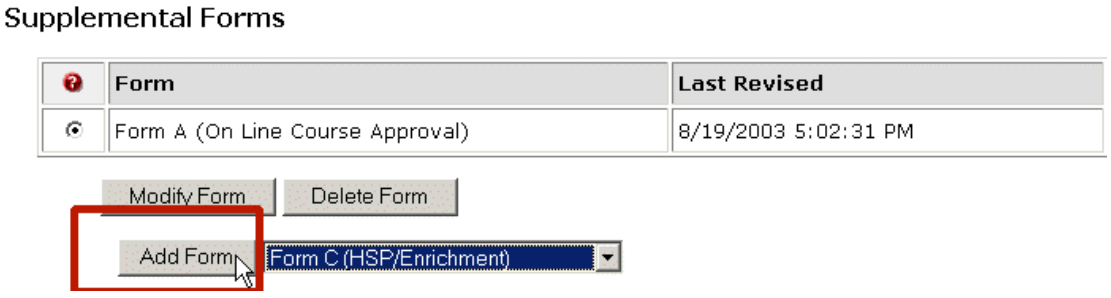
The supplemental form you selected will appear. Fill it out.

1. Click the **Save** button when you would like to save.
2. Click the **Save and Close** button when you would like to save the form, and close it.
3. Click the **Course** text link if you would like to return to the Course Proposal. (Make sure you Save first before returning to the Course Proposal.)
4. Click the **?** mark if you would like to View the Help Topic for the form.

Adding Additional Supplemental Forms

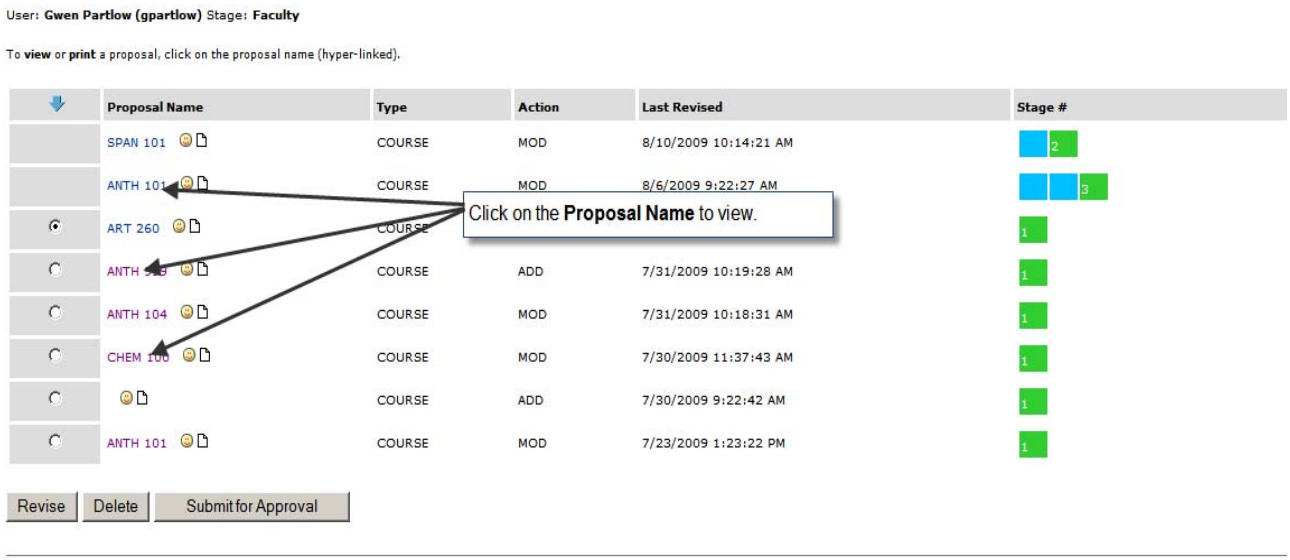
To add additional Supplemental forms, Save any forms you were working on, Click the Supplemental text link again, and select a new supplemental form.

Select a new **Supplemental Form** and Click the **Add Form** Button. Follow the steps from the previous section to Save the Form, etc.

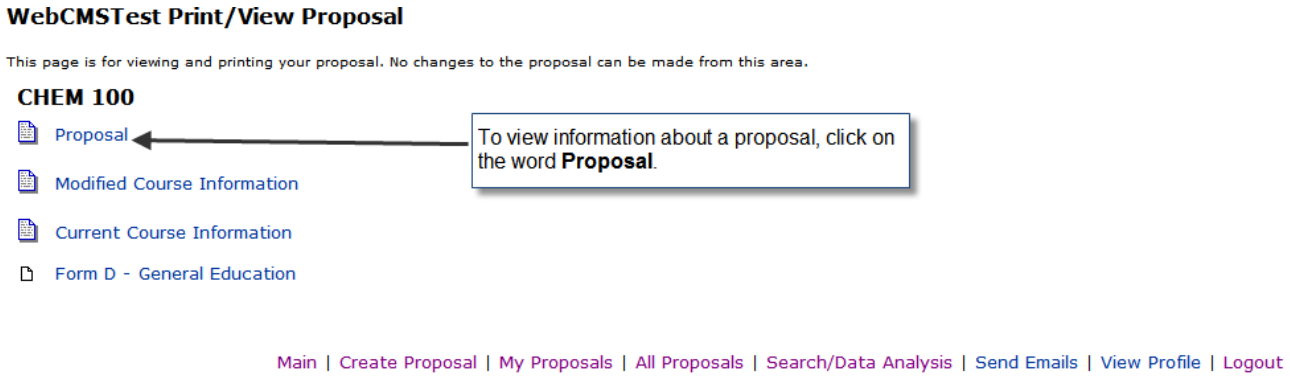


Viewing or Printing a Proposal

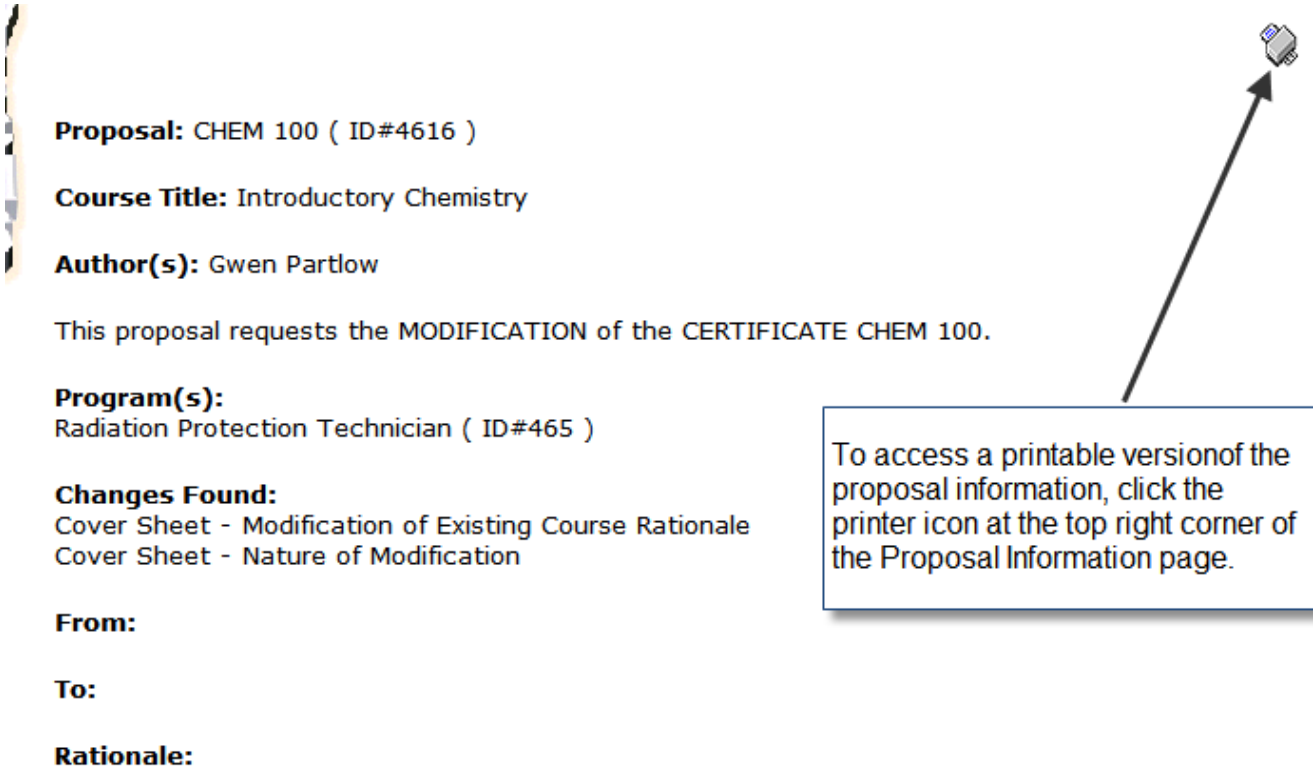
From the **My Proposals Page,** (you can get to this page at anytime by clicking on the text link – **My Proposal,** from the bottom toolbar of any main WebCMS page), **click** the **course name** to see the Print/View Proposal page. You cannot make changes to the proposal from this page, but you can see the proposal as it currently exists in the system, and you can print a copy of the proposal.



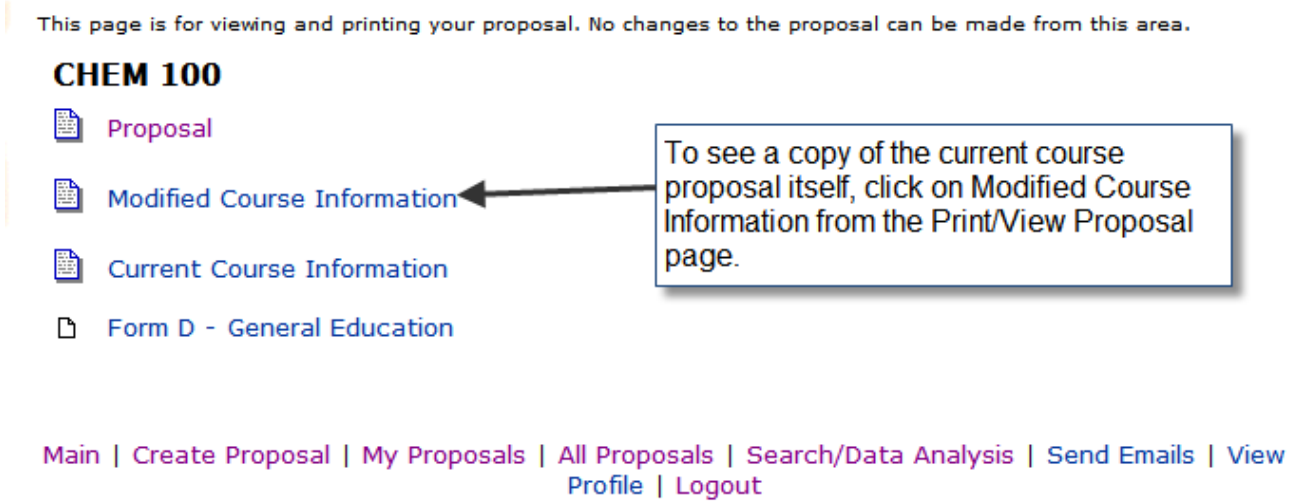
When you click on the course name, the Print/View Proposal screen appears. To view information about a proposal, click on the word **Proposal** from the Print/View Proposal page to see the Proposal Information page.


WebCMSTest Print/View Proposal
This page is for viewing and printing your proposal. No changes to the proposal can be made from this area.
CHEM 100
Proposal
Modified Course Information
Current Course Information
Form D - General Education
To view information about a proposal, click on the word Proposal.
Main | Create Proposal | My Proposals | All Proposals | Search/Data Analysis | Send Emails | View Profile | Logout

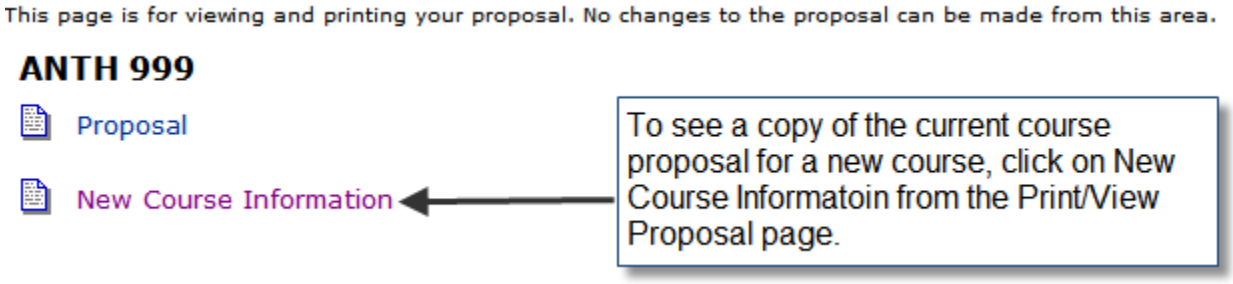
This page gives brief information about the proposal.


Proposal: CHEM 100 (ID#4616)
Course Title: Introductory Chemistry
Author(s): Gwen Partlow
This proposal requests the MODIFICATION of the CERTIFICATE CHEM 100.
Program(s):
Radiation Protection Technician (ID#465)
Changes Found:
Cover Sheet - Modification of Existing Course Rationale
Cover Sheet - Nature of Modification
From:
To:
Rationale:
To access a printable versionof the proposal information, click the printer icon at the top right corner of the Proposal Information page.

To see a copy of the current course proposal itself, click New Course Information from the Print/View Proposal page above. The complete proposal appears in the following format (below) with MiraCosta College's name at the top right of the course information. (Section A is shown as an example.)


This page is for viewing and printing your proposal. No changes to the proposal can be made from this area.
CHEM 100
Proposal
Modified Course Information
Current Course Information
Form D - General Education
To see a copy of the current course proposal itself, click on Modified Course Information from the Print/View Proposal page.
Main | Create Proposal | My Proposals | All Proposals | Search/Data Analysis | Send Emails | View Profile | Logout

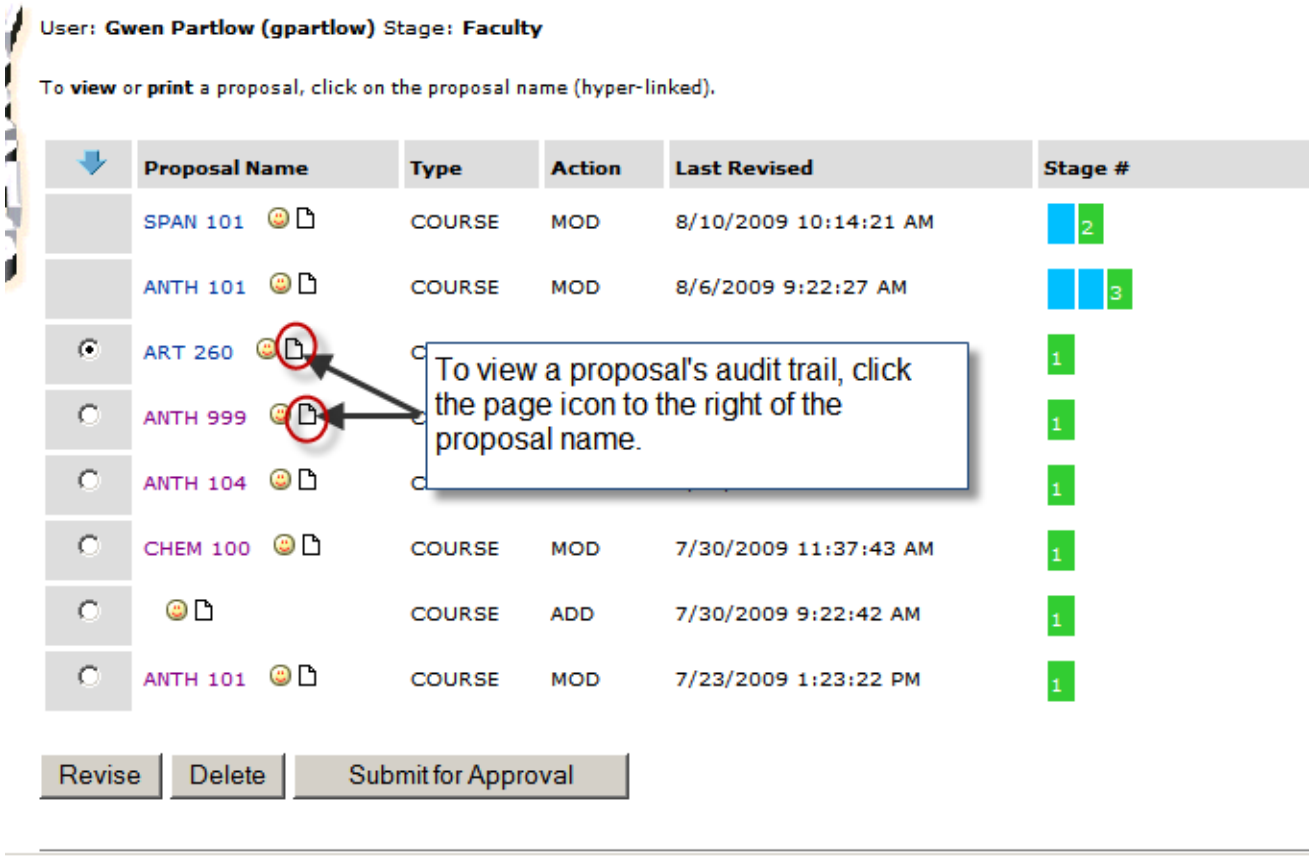
For new course proposals, see image below.


This page is for viewing and printing your proposal. No changes to the proposal can be made from this area.
ANTH 999
Proposal
New Course Information
To see a copy of the current course proposal for a new course, click on New Course Informatoin from the Print/View Proposal page.

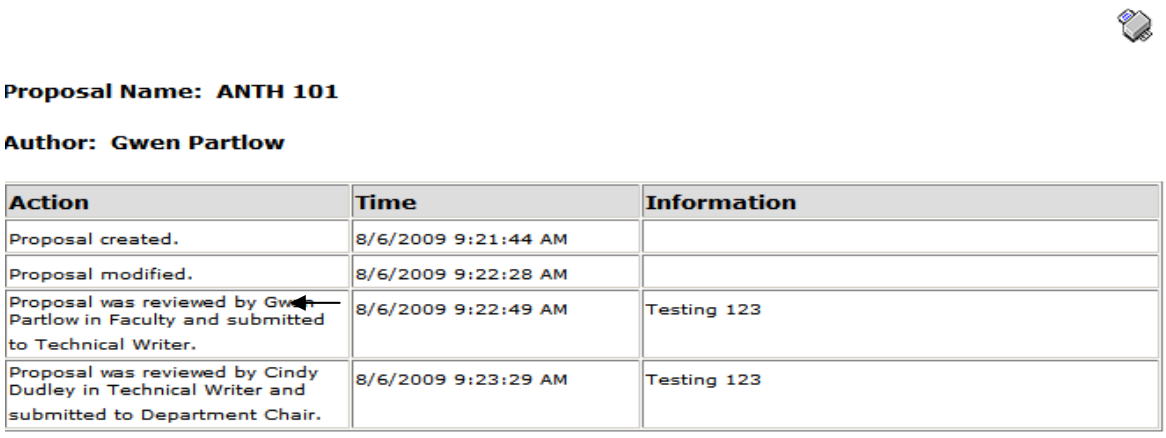
Once the course proposal has been opened, to access a printable version, click on the printer icon in the upper right hand corner of the page.

Viewing a Proposal's Audit Trail

To view a proposal's audit trail, click the page icon to the right of the proposal name on the My Proposals page to see the Proposal Audit page. (The Audit is what has happened to the proposal, who has viewed it, who has approved it, etc.)


User: Gwen Partlow (gpartlow) Stage: Faculty
To view or print a proposal, click on the proposal name (hyper-linked).
Proposal Name
Type
Action
Last Revised
Stage #
SPAN 101 COURSE MOD 8/10/2009 10:14:21 AM 2
ANTH 101 COURSE MOD 8/6/2009 9:22:27 AM 3
ART 260
ANTH 999
ANTH 104
CHEM 100 COURSE MOD 7/30/2009 11:37:43 AM 1
COURSE ADD 7/30/2009 9:22:42 AM 1
ANTH 101 COURSE MOD 7/23/2009 1:23:22 PM 1
To view a proposal's audit trail, click the page icon to the right of the proposal name.
Revise
Delete
Submit for Approval

Sample Audit Trail (See Screen Shot below).



Proposal Name: ANTH 101

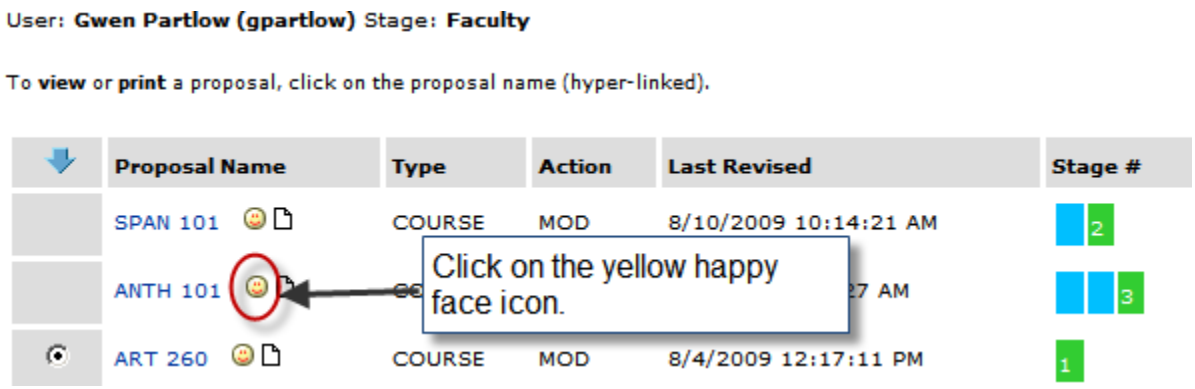
Author: Gwen Partlow

Action	Time	Information
Proposal created.	8/6/2009 9:21:44 AM	
Proposal modified.	8/6/2009 9:22:28 AM	
Proposal was reviewed by Gwen Partlow in Faculty and submitted to Technical Writer.	8/6/2009 9:22:49 AM	Testing 123
Proposal was reviewed by Cindy Dudley in Technical Writer and submitted to Department Chair.	8/6/2009 9:23:29 AM	Testing 123

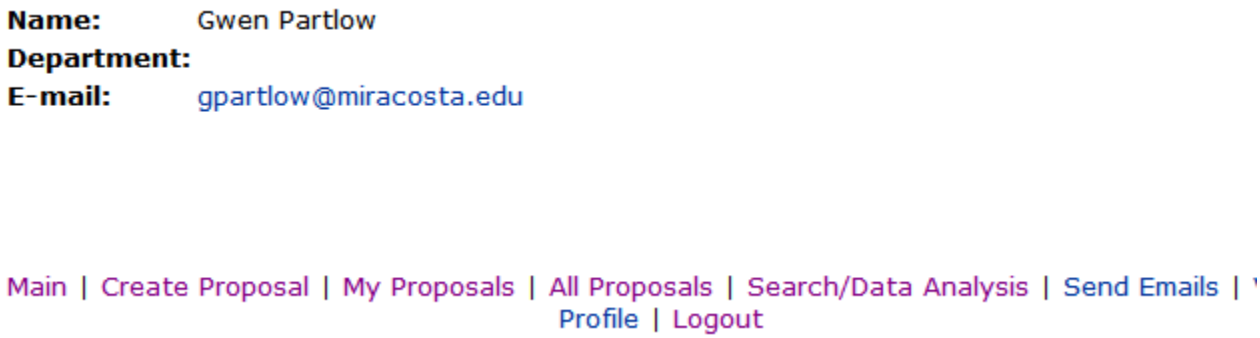
Main | Create Proposal | My Proposals | All Proposals | Search/Data Analysis | Send Emails | View Profile | Logout

Viewing Author Information

To view author information, click the yellow happy face icon at the right of the proposal name on the My Proposals page to see the following page.



Sample Author Information. This information about you is viewable by all others using the system. If the information is not correct, contact **Gwen Partlow** in Instruction at **ext 6813** or **gpartlow@miracosta.edu.**

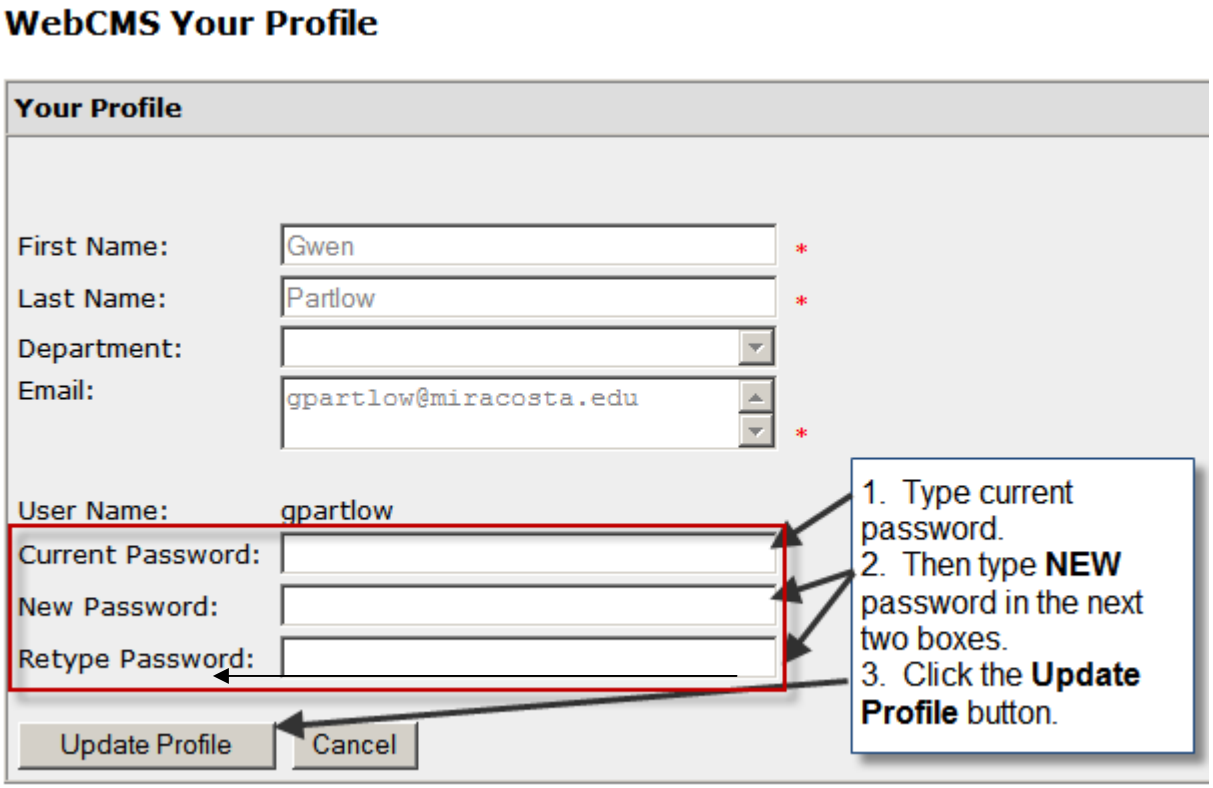

Name: Gwen Partlow
Department:
E-mail: gpartlow@miracosta.edu
Main | Create Proposal | My Proposals | All Proposals | Search/Data Analysis | Send Emails |
Profile | Logout

Changing your Password

To change your Password, use the **My Profile icon** from the WebCMS main menu to see the Your Profile page.

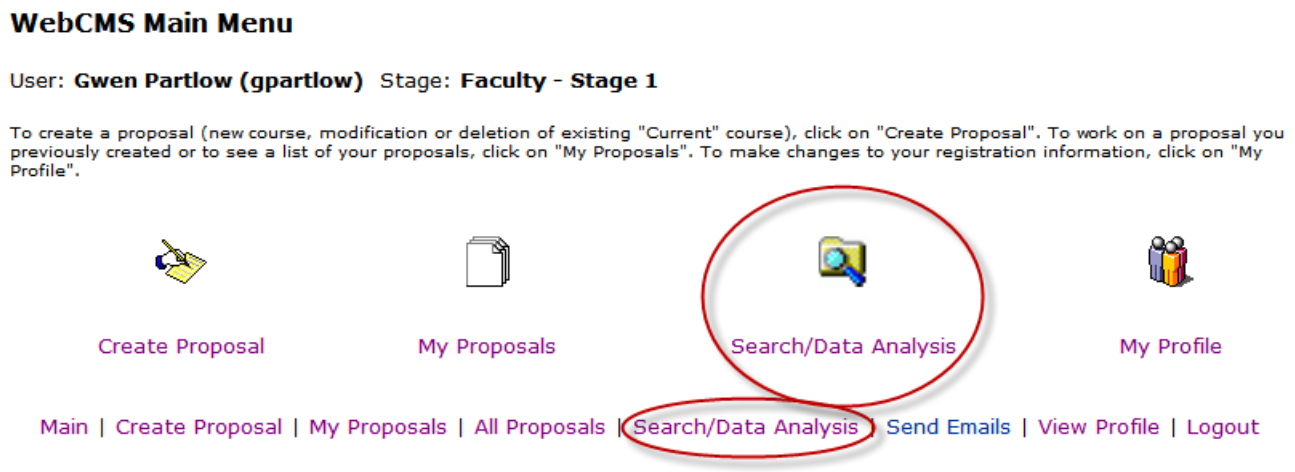
WebCMS Main Menu
User: Gwen Partlow (gpartlow) Stage: Faculty - Stage 1
To create a proposal (new course, modification or deletion of existing "Current" course), click on "Create Proposal". To work on a proposal you previously created or to see a list of your proposals, click on "My Proposals". To make changes to your registration information, click on "My Profile".
Click the My Profile icon.
Create Proposal
My Proposals
Search/Data Analysis
My Profile
Main | Create Proposal | My Proposals | All Proposals | Search/Data Analysis | Send Emails | View Profile | Logout

You will change your password on this screen, and Click the Update Profile button.



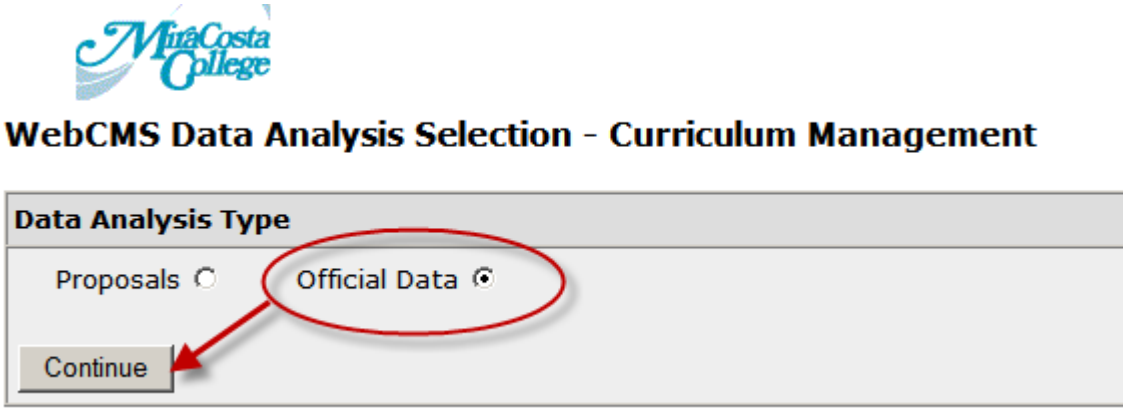
Searching for Proposals or Official Approved Course Outlines

From the Main WebCMS page, Click the **Search/Data Analysis** icon or text link (located in the toolbar at the bottom of the WebCMS Main Menu page).

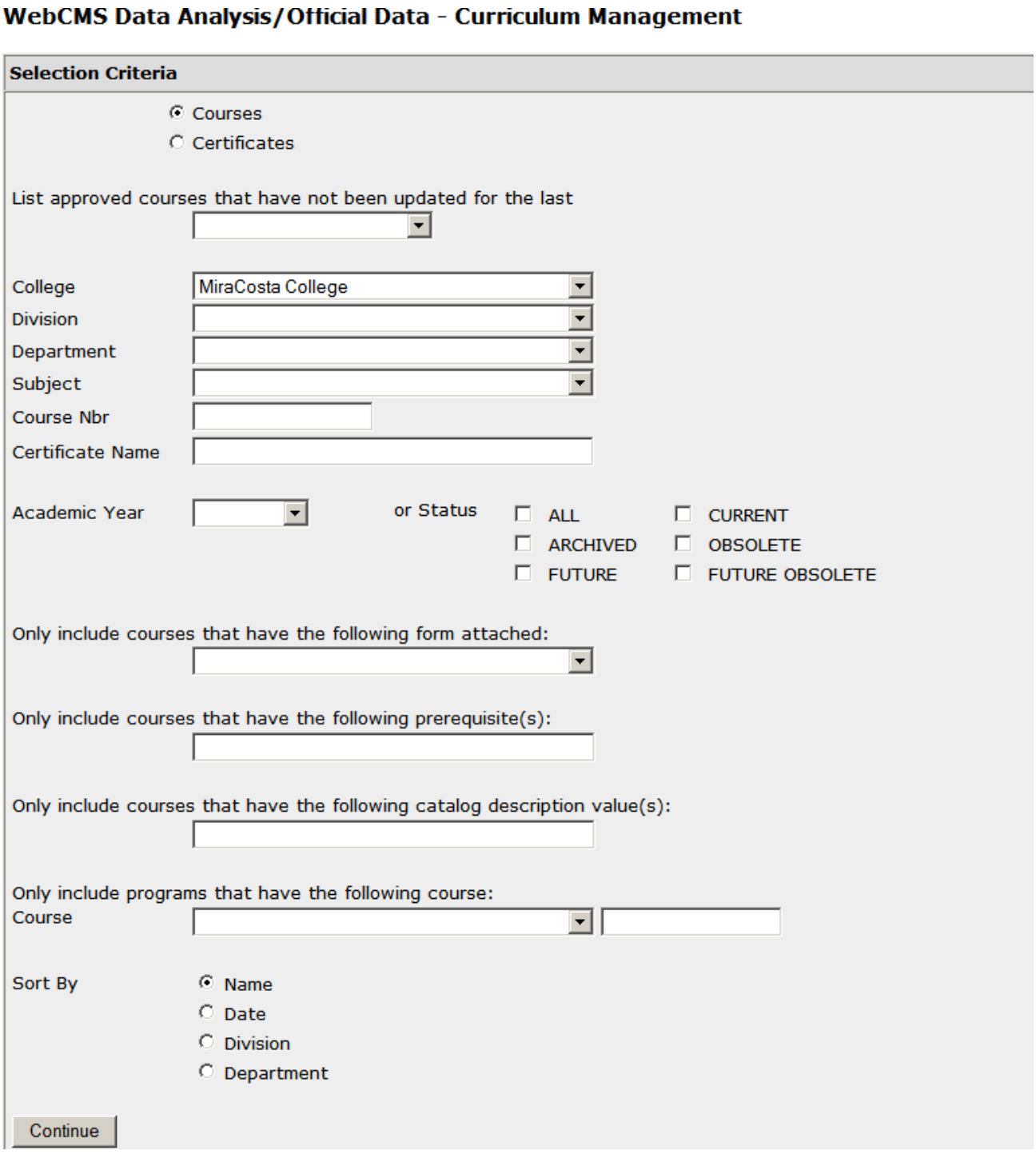

WebCMS Main Menu
User: Gwen Partlow (gpartlow) Stage: Faculty - Stage 1
To create a proposal (new course, modification or deletion of existing "Current" course), click on "Create Proposal". To work on a proposal you previously created or to see a list of your proposals, click on "My Proposals". To make changes to your registration information, click on "My Profile".
Create Proposal
My Proposals
Search/Data Analysis
My Profile
Main | Create Proposal | My Proposals | All Proposals | Search/Data Analysis | Send Emails | View Profile | Logout

1. Click on the **Official Data** radio button if you want to search for **Approved Course Proposals** or
2. Click the **Proposals** radio button if you want to search for Proposals.

Click the **Continue** button.



Click on the **Radio button** for **Courses**. Then **select** the **College, Division, Department, Discipline, etc.** for the course you are looking up. The more general you are, the more courses it will retrieve. Click the **Continue Button**.



Click on the **link** for the **course** you would like to view the course outline on.
(This search was a full ANTH course search with search parameters on the previous screen).

Academic Year: 2009-2010

To **view** or **print** a course, click on the Course (hyper-linked).

Course	Suppl	Course Title	Last Revision or Approval Date	Eff. Start Date	Eff. End Date	Status
ANTH 101	Y	Biological Anthropology	11/16/2007	8/1/2008		CURRENT
ANTH 101	Y	Biological Anthropology	2/10/2006	6/1/2006	7/31/2008	ARCHIVED
ANTH 101		Biological Anthropology	6/1/2003	6/1/2003	5/31/2006	ARCHIVED
ANTH 101H	Y	Biological Anthropology	11/16/2007	8/1/2008		CURRENT
ANTH 101L	Y	Biological Anthropology Laboratory	10/8/2004	6/1/2005		CURRENT
ANTH 102	Y	Cultural Anthropology	11/16/2007	8/1/2008		CURRENT
ANTH 102	Y	Cultural Anthropology	10/20/2006	8/1/2007	7/31/2008	ARCHIVED
ANTH 102	Y	Cultural Anthropology	6/1/2003	6/1/2003	5/31/2007	ARCHIVED
ANTH 102H	Y	Cultural Anthropology	11/16/2007	8/1/2008		CURRENT
ANTH 103	Y	Introduction to Archaeology	10/20/2006	8/1/2007		CURRENT
ANTH 103		Introduction to Archaeology	6/1/2003	6/1/2003	5/31/2007	ARCHIVED

You will see the **Official Course Outline** on this screen. Click the **Printer Icon** on your screen. This will open a printer friendly version that includes all of the same information

ANTH 101 - Biological Anthropology
Last Revision or Approval Date - 11/16/2007

ANTH 101 - Biological Anthropology
Last Revision or Approval Date - 11/16/2007

Previous Page

MiraCosta College

COVER SHEET

1. Proposal Type
A. ☐ New course
1. Rationale for new course:

B. ☐ Modification of existing course
1. Rationale for modification:

2. Nature of modification